



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR INSURANCE EXAMINER (SPECIALIST)

\$5,309 - \$6,977

FINANCIAL ANALYSIS DIVISION

LOS ANGELES

RESPONSIBILITIES:

Under general direction of the Bureau Chief, the incumbent will analyze and evaluate the financial condition of the most complex licensed insurers and other regulated insurance entities to determine their on-going solvency and continuing compliance with California insurance laws and regulations; and perform financial analyses of the most complex applications requiring the Commissioner's permit, approval or certification to ascertain financial stability, solvency and compliance with the California Insurance Code, Department rules, regulations and the standard operating procedures of the Financial Analysis Division; complete required administrative and other assigned tasks, study and develop analysis procedures for special areas such as Risk Based Capital, reinsurance, and FAST Scores.

DESIRABLE QUALIFICATIONS:

- Possess accounting knowledge and experience in analyzing financial situations accurately and adopting an effective course of action.
- Experience in working with and possessing knowledge of the California Insurance Code, Bulletins, Title 10 of the California Code of Regulations and Statutory Accounting Practices and Procedures.
- Experience in working with and completion of statutory financial statements.
- Experience in leading and/or supervising accounting staff.
- Possess excellent interpersonal, problem solving, verbal and written communication skills.
- Ability to work under pressure and handle multiple tasks efficiently and in a timely manner.
- Experience in the use of a computer application program such as Excel, Word, and EWS (Early Warning System).
- Ability to identify alternative solutions to problems and use good judgment to determine the best course of action.
- Designation as a Certified Financial Examiner (CFE), Charter Property and Casualty Underwriter (CPCU), Associate in Reinsurance (ARe), Associate in Reinsurance Administration (ARA), Fellow Life Management Institute (FLMI) is preferred.

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Senior Insurance Examiner (Specialist)** level, those within transfer range, or individuals who have list eligibility for **Senior Insurance Examiner (Specialist)**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

12/20/13

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and must be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will not be considered.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and a "Statement of Qualifications" to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Insurance Examiner (Specialist), PSN # 413-364-4410-007" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: January 3, 2014 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

12/20/13

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